



## Use Permit & Sign Compliance Application

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
(please print)

Name of Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

1. Are you changing the use of the existing building or tenant space? ☐ YES ☐ NO

If yes, please describe the existing use:

\_\_\_\_\_  
*(clothing store, auto parts, salon, etc.)*

2. Are you modifying the building or tenant space? If yes, please describe the type of construction or modifications:

\_\_\_\_\_

3. What was the previous business name at this location?

\_\_\_\_\_

4. What services or products were offered at the previous business?

\_\_\_\_\_  
*(bakery, bookstore, restaurant, etc.)*

5. What is the new business name?

\_\_\_\_\_

6. What services or products will be offered?

\_\_\_\_\_  
*(bakery, bookstore, restaurant, etc.)*

7. Who is your construction contractor?

\_\_\_\_\_  
*(contractor's name & phone number)*

8. Are you reusing existing sign structures? If yes, please describe the types of signs in use:

\_\_\_\_\_

\_\_\_\_\_  
 (Applicant Signature)

\_\_\_\_\_  
 (Date)

### For Internal Use

Change of Use

Yes ☐ No ☐

Existing code violations

☐ ☐

Zoning

\_\_\_\_\_

Existing floor plan details: \_\_\_\_\_

\_\_\_\_\_

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_